

## MEETING #27 - June 11

At a Regular Meeting (#1) of the Madison County Board of Supervisors on June 11, 2019 at 4:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT:        R. Clay Jackson, Chair  
                      Amber Foster, Vice-Chair  
                      Jonathon Weakley, Member  
                      Kevin McGhee, Member  
                      Charlotte Hoffman, Member  
                      Jack Hobbs, County Administrator  
                      Mary Jane Costello, Director of Finance/Assistant County Administrator  
                      Sean Gregg, County Attorney  
                      Jacqueline S. Frye, Deputy Clerk

### 1. *Call to Order, Pledge of Allegiance & Moment of Silence*

### 2. Determine Presence of a Quorum/Adopt Agenda

Supervisor Hoffman moved that the Agenda be adopted as presented, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

### 3. Public Comment.

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comments:

- Beverly Jenkins (Little Church Lane): Comments pertaining to fireworks permits being issued for citizens that live in very close proximity to other neighbors, and the fact that a renter in her neighborhood held a display for three (3) hours straight during 2018 which frightened her livestock and disrupted the entire neighborhood; provided documentation on state code regulations concerning fireworks displays fire code regulations guidelines followed by the surrounding localities regarding private fireworks displays; s/renters); suggested the County refrain from allowing private citizens to hold fireworks displays (Graves' Mountain Lodge does a local display annually), and that any private citizens holding a fireworks display be fined \$2,500 and serve jail time.
- Jean Nelson (local Air B&B owner): Comments pertained to the transient occupancy tax (TOT) that local business owners are now required to pay; noted that many other localities have done away with this specific tax, as businesses already pay a five percent state and county tax; feels the TOT is unfair and encouraged the County to revisit this tax requirement.
- Hedi Perl Berry (local Air B&B owner): Comments referred to the fact that local business owners are charged a late fee and a filing fee if their tax payments aren't submitted on time; questioned why the five percent (5%) tax is charged before owner's expenses are deducted.

Brian Daniel, Commissioner, was present to explain line 7 of the late reporting document (i.e. late reporting fee and excise tax). In closing, he advised that he is available to discuss further concerns that Ms. Nelson and Ms.

Berry may have regarding the imposed tax for their businesses.

- *Chairman Jackson: Provided a brief overview of the transient occupancy tax regulations and meals tax, which greatly enhances local tourism; local tourism revenue for the County has continued to grow as a result of the publicized transient occupancy tax.*

Tracey Gardner, Director of Economic Development & Tourism was present and advised that she will meet with Ms. Nelson and Ms. Berry to further discuss their concerns and to provide a full overview of the proposed tax and how tourism dollars are utilized to promote local business owners in Madison County.

*a. Fireworks Permit Request (moved after Item 10e*

With no further public comment being brought forth, the public comment opportunity was closed.

#### **4.Special Appearance**

#### **5. Constitutional Offices:**

**Sheriff's Office:** Erik Weaver, Sheriff, was present to advise that in light of the recent tragedy in Virginia Beach, the local Sheriff's Office is scheduling two (2) days of "ALICE" training for county employees on July 1st and 2nd from 5:30 p.m. to 7:15 p.m. in the auditorium. An email of the event will be sent to the Deputy Clerk for disbursement to all county employees.

The Sheriff further provided highlights on the recent Junior Law Enforcement Academy (which involved thirteen [13] local students), and various components involved in the event.

It was also relayed that the citizens have presented safety concerns for the area of Pratts, S. Blue Ridge Turnpike, Cedar Hill Drive and Rt. 231, and would like to request that VDOT install rumble strips and possible signage for motorists.

After discussion, it was the consensus of the Board to authorize the County Administrator to send a letter of request to Joel DeNunzio of VDOT to relay today's concerns.

#### **6. County Departments:**

**a. Report: Status of PS Radio and NextGen 911 Projects:** Brian Gordon, Director of Emergency Communications, was present to provide highlights on the proposed NextGen 911 projects. The deadline to initiate the system upgrade is July 11'2019, with a GIS upgrade mandate. Fiber has been researched. The proposed upgrade will allow texting to 911 and must be in place by July 1' 2019, and will also allow pictures, videos and call transfers between Madison and Greene. In closing, he noted that the proposed process will move forward rather quickly after July 1' 2019. Documentation has been created to advise Motorola of what the County's requirements with a proposed 90-day review. A presentation will be provided to the Board in October 2019 after Motorola finalizes the coverage maps.

Comments from the Board focused on:

- ❖ Whether the proposed contract has been referred to the County Attorney for review

- ❖ Whether building codes will coincide with the proposed system
- ❖ Whether there will be issues with updated addresses

Mr. Gordon noted that all above criteria has been referred to the representatives at Motorola and that the new system will transfer all information from the County's existing GIS site.

***b. Consideration: EMS Staffing Memorandum of Understanding with MCRS:*** Noah Hillstrom, Director of Emergency Medical Services, was present to provide highlights from his monthly departmental report. Further reference was made on the recent meeting with the volunteer rescue squad to discuss coverage to be provided by paid EMS staff. A signed MOU was provided for review and/or action. It was further reported that a site plan for the emergency vehicle shelter is being finalized. The joint open house event is scheduled for June 22' 2019 from 11 a.m. to 3 p.m. Life packets will be given to all that attend. Contact has also been made with the American Red Cross to schedule a blood drive on August 26' 2019 from 8 a.m. to 1 p.m. at the fire house.

Accolades were provided by the Board for Mr. Hillstrom's efforts to initiate the MOU with the volunteer rescue squad.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
MADISON COUNTY RESCUE SQUAD  
&  
THE MADISON COUNTY BOARD OF SUPERVISORS**

**History:**

A meeting to discuss EMS coverage for Madison County, VA was held on May 30, 2019 at 0900 between Captain Steve Dodson, Vice President Wayne Jones and EMS Director Noah Hillstrom. At the conclusion of the meeting, a memorandum of understanding was agreed upon between the Madison County Rescue Squad (MCRS) and Madison County Emergency Medical Services (MEMS).

**Agreement:**

- To ensure ambulance availability for Madison County, Madison County EMS will provide two advanced life support ambulances 24/7. MCRS and MEMS will coordinate with each other when additional coverage is needed.
- There is no discussion on dissolution of the Madison County Rescue Squad. Volunteer contributions are integral in the success of the EMS system for Madison County.
- MCRS agrees to provide BLS staffing per their established EMS Response Plan as per 12 VACS-31-610. An annual exception report will be submitted by MEMS and MCRS to the Madison County Administrator for review.
- The Madison County EMS Lieutenant or designee will provide ALS backup for MCRS when at all possible.
- At 1800 the MCRS duty crew leader and MEMS lieutenant or designee(s) will communicate the staffing plan for that evening.

*Supervisor Weakley moved that the Board authorize the Chairman, County Administrator and Director of*

*Emergency Medical Services to execute the proposed staffing memorandum of understanding with the Madison County Rescue Squad, seconded by Supervisor Foster. Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

**c. Consideration: TOTM Fee Waiver Request:** Tracey Gardner, Director of Economic Development & Tourism was present to submit a request by the chamber of commerce for a waiver of landfill fees for the annual Taste of the Mountains Festival scheduled for August 31, 2019. The local boy scouts will again handle the disposal of all waste collected at the event

*Supervisor Weakley moved that the Board authorize the waiver of landfill fees as requested, to allow disposal of trash from the annual Taste of the Mountains Festival scheduled for August 31, 2019, seconded by Supervisor McGhee. Aye: Jackson, Weakley, McGhee, Hoffman. Nay: (0). Abstain: Foster.*

Ms. Gardner proceeded to provide highlights from her monthly departmental report, and also noted that tourism funding is utilized to promote all local businesses within Madison County, and that the brochures are displayed in all Virginia Tourism Welcome Centers. She encouraged all to attend the tourism committee meetings which are open to the public.

Comments from the Board focused on:

- ❖ Techniques used to leverage funding

Public Comments:

**Social Services Board:**

Nick McDowell: Advised that he is looking forward to attending the first Social Services Board meeting in July 2019.

**Planning Commission:** Carty Yowell, Commission Chair, was present to advised that the planning commission was tasked with assessing county fees for specific services, and recommended the fee schedule that was recently approved by the Board of Supervisors; noted that the commission is also working on a large-scale solar systems ordinance, along with compliance guidelines, airport and teleport in C-1 zones.

**7. Committees or Organizations:**

**a. Report on Status of Committee & Other Appointments:** The Deputy Clerk advised that the FAPT Parent representative vacancy is still in place. At this time, all prior appointments have been complete. The next terms to expire will be for the:

- Planning Commission - January 2020
- IDA - April 2020

**8. Finance.**

- i. Timber Sales/Contingency Adjustment (#42)**
- ii. CVRJ Medical (#43)**
- iii. THIncIt Contract (#44)**
- iv. EMS FY19 Payroll (#45)**
- v. EMS FY19 Operations (#46)**

The Finance Director noted that as a result of the many supplemental requests that have been approved, there is no available funding remaining in the County's contingency fund.

Supervisor McGhee moved that the Board approve supplemental request #42, #43, #44, #45, and #46 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee Hoffman. Nay: (0).*

**b. Consideration: EMS FY20 Payroll Supplement (#1):** The Finance Director advised that the requested appropriation is for additional funds from contingency to reflect FY20 EMS staffing requirements totaling \$236,300.28.

Supervisor Foster moved that the Board approve supplemental appropriation request FY2020 #01\_06112019 as presented, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

**c. Discussion: FY19 & FY20 Budget Items to be Considered on July 26:** The Finance Director advised that additional supplements will need to be approved through July 2019. Additional discussions focused on the renewal deadline for the local choice healthcare agreement which is June 30'2019.

The County Administrator advised that guidance is needed from the Board of Supervisors in order for staff to have something in place for approval at the next meeting session.

Comments from the Board focused on:

- ❖ Whether the rates for the county will be different from those provided for the school system and social services
- ❖ Whether an application can be made for an extension
- ❖ The fact that the school system doesn't intend to change their existing deductible rate
- ❖ When should the service be bid out

The County Administrator noted that the school system has agreed to remain with local choice and that the annual deductible range will be increased to \$500 (per employee) with a split from 85% to 95%

The Finance Director further stated that the County will need to set the rates for county health insurance for employees. Additional highlights focused on the possibility that:

- ❖ A higher deductible could be established
- ❖ Employees could utilize their FSA account
- ❖ Single coverage could cost a bit more

In closing, it was noted that the insurance consultant will be able to provide some assistance in the above referenced areas. Insurance proposals are usually done around October-November time frame. Reference was also made to the fact that the service should be rebid at some point when it appears that the proposed insurance rates appear to reflect a decrease in the costs.

## 9. Minutes

### **a. Consideration: May 28 & June 6 Meetings**

**May 28'2019:** Supervisor Foster moved that minutes from the May 28'2019 meeting be approved as presented, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley. Nay: (0). Abstain: McGhee, Hoffman.*

**June 6'2019):** Supervisor McGhee moved that the minutes from the June 5'2019 meeting be approved as amended, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

## 10. Old Business

**a. Discussion: Funding for MCPS Design:** The County Administrator referred to the design documents from the design documents for the MCPS at the May 14'2019 meeting session. The request was received at the meeting on May 28'2019, but was deferred by the Madison County Board of Supervisors pending resolution of when the funds would be needed, and legal counsel review of the terms in the school board-architect contract agreement.

After discussion, it was the consensus of the Board to add this item to the June 25'2019 meeting agenda for discussion and possible resolution based on review of the document by the County Attorney.

**b. Discussion: Survey for VDOT 6-Year Secondary Road Project:** The County Administrator referred to the Board's request to obtain feedback from property owners on the roads noted in the 6-year road secondary road improvement plan for Madison County (i.e. Desert Road & Forest Drive) during the last meeting session. This information has been compiled for review at today's session based on VDOT materials utilized at Albemarle and Fauquier Counties.

After discussion, it was the consensus of the Board to move forward with sending letters to all property owners on Forest Drive and Desert Road to attain feedback on the future of the aforementioned roads.

**c. Discussion: Report on Employee Health Insurance Funding:** The County Administrator advised of the previous discussion regarding the proposed increase in healthcare costs for County employees. A decision is needed by the end of June to avoid extension requests and potential renewal issues. The County's decision in the near term would affect the October 1'2019 - September 30'2019 insurance plan year. Once a final decision is made, funds will be moved from contingency via the usual budget adjustment process.

After discussion, it was the consensus that consideration on the healthcare plan will be discussed at the June 25'2019 meeting session.

**d. Discussion; Moore Building Purchase Public Hearing Date:** The County Attorney provided some insight in to the fact that a public hearing may not be necessary, since the current agreement contains an 'owner-financed purchase option. In closing, he questioned if the Board would still like to move forward with scheduling a public hearing.

The County Administrator provided insight into the fact that the deadline for notifying the owner of the County's intent to purchase the property is (on October 31'2019) three (3) months before the least expires on December 31'2019.

Supervisor Weakley moved that the Board authorize the County Attorney to advertise a public hearing on the potential purchase of the Moore Building at 110 N. Main Street that would occur during the regular board meeting on July 23, 2019, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman.*

*Nay: (0).*

**e. Consideration: Transfer Station Operations Contract Procurement:** The County Administrator advised that the procurement on the transfer station agreement contract is still in the evaluation/negotiation phase. The existing contract is scheduled to expire on June 30'2019 (ratification can be initiated at the next meeting session), if today's request is approved. An estimate of the financial impact will be provided after negotiations are complete.

Supervisor Weakley moved that the Board authorize the Chairman, County Administrator and County Attorney to negotiate and execute the transfer station contract(s), including operation of the transfer station site, hauling and disposal of municipal solid waste and recycling, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

**3a: Fireworks Permit Request (Haynes):** A fireworks permit request was submitted by Mr. Roger Haynes of Little Church Road for consideration. The Deputy Clerk provided highlights from past Board meeting sessions concerning discussions on the issuance of fireworks permits to private citizens. The current process requires the Chairman of the Board to sign off on each request submitted.

The County Attorney noted that the County doesn't have an ordinance in place to regulate private fireworks displays.

After discussion, Supervisor Weakley moved that the Board authorize the Chairman to sign off on the fireworks permit request (submitted by Roger Haynes), seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

In closing, it was suggested that the Board review this matter in order to develop a future process by which fireworks permit requests will be handled within the locality.

## 11. New Business:

**a. Discussion: County Support for Broadband Projects:** The County Administrator provided a draft of the request for information for the FY2020 Virginia Telecommunications Initiative (VATI) grant opportunity for consideration. This information will be uploaded to the County website within the next month.

## 12. Information/Correspondence:

**a. Report: Status on Various Projects & Initiatives:** The County Administrator provided a brief overview of the status on various projects and initiatives with emphasis on the following items:

- Personnel Study (deadline of June 17'2019 for submitting employees' concerns)
- County Planner
- Transfer Station

## 13. Public Comment:

Chairman Jackson opened the floor for public comment. The following citizen(s) provided comments:

- Clint Hyde: Comments pertained to the VATI grant opportunity proposal; noted that a recent meeting was held to provide input on what Madison County did during last year's proposal; suggested the County move forward with an application again this year.
- Carty Yowell: Advised that during a recent planning commission meeting, a resident from Desert Road attended and verbalized their desire that Desert Road not be paved.

With no further comments being brought forth, the public comment session was closed.

14. Closed Session:

15. Adjourn:

*With no further action being required, Supervisor Hoffman moved that the meeting be adjourned, seconded by Supervisor Foster. Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors  
Copies: Board of supervisors, County Attorney & Constitutional Officers

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Adopted: June 25, 2019

- *Memorandum of Understanding Between the Madison County Rescue Squad & Madison County Board of Supervisors*

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Agenda  
Regular Meeting  
Madison County Board of Supervisors  
Tuesday, June 11, 2019 at 4:00 p.m.  
County Administration Building, Auditorium  
414 N Main Street, Madison, Virginia 22727

1. Call to Order, *Pledge of Allegiance* & Moment of Silence
2. Determine Presence of a Quorum / Adopt Agenda
3. Public Comment



- a. Fireworks Permit Request (Haynes)
- 4. Special Appearances**
- 5. Constitutional Officers**
- 6. County Departments**
  - a. Report: Status of PS Radio and NextGen 911 Projects: .... Emergency Communications Director Gordon
  - b. Consideration: EMS Staffing Memorandum of Understanding with MCRS: EMS Director Hillstrom
  - c. Consideration: TOTM Fee Waiver Request ..... Director Gardner
- 7. Committees or Organizations**
  - a. Status Report: Committee and Other Appointments ..... Deputy Clerk Frye
- 8. Finance.....**Director of Finance/Assistant County Administrator Costello
  - a. Consideration: FY19 Supplements
    - i. Timber sales/Contingency Adjustment (#42)
    - ii. CVRJ Medical (#43)
    - iii. THIncIT Contract (#44)
    - iv. EMS FY19 Payroll (#45)
    - v. EMS FY19 Operations (#46)
  - b. Consideration: EMS FY20 Payroll Supplement (#1)
  - c. Discussion: FY19 & FY20 Budget Items to be Considered on July 25
- 9. Minutes .....** Deputy Clerk Frye
  - a. Consideration: May 28 & June 5 Meeting Minutes
- 10. Old Business**
  - a. Discussion: Funding for MCPS Design.....Chairman Jackson
  - b. Discussion: Survey for VDOT 6-Year Secondary Road Project..... County Administrator Hobbs
  - c. Discussion: Report on Employee Health Insurance Funding.....County Administrator Hobbs
  - d. Consideration: Moore Building Purchase Public Hearing Date.....County Attorney Gregg
  - e. Consideration: Transfer Station Operations Contract Procurement.....County Administrator Hobbs
- 11. New Business**
  - a. Discussion: County Support for Broadband Projects.....County Administrator Hobbs
- 12.Information/Correspondence**
  - a. Status Report on Various Projects and Initiatives.....County Administrator Hobbs
- 13. Public Comment**
- 14. Closed Session**
- 15. Adjourn**